

TOWN OF SIMSBURY

**DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CT 06070**

INVITATION FOR BID

FOR

**MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS
PICKUP AND REMOVAL
SIMSBURY, CT**

The Town of Simsbury is soliciting bids for MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS – PICKUP AND REMOVAL. The scope of work is to include furnishing all labor, materials, and equipment necessary for the proper pickup and disposal of Refuse and Recyclables at Town Buildings and Board of Education Buildings. Scheduled times for pickup, vehicle specifications and building locations can be found in the GENERAL SPECIFICATIONS FOR WORK portion of this Invitation to Bid.

Sealed proposals will be accepted by Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070 until 10:00 a.m., Tuesday, November 6, 2018.

Specifications and bidding documents may be obtained electronically via the Town's web site at the following link: <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>. Bid documents will not be mailed or faxed.

**STANDARD INSTRUCTIONS TO BIDDERS
MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS
PICKUP AND REMOVAL
SIMSBURY, CT 06070**

1. Project Overview:

The Town of Simsbury (“Town”) is soliciting bids for the Pickup and Removal of Garbage, Municipal Solid Waste (“MSW”), and Recyclables at various Town and Board of Education buildings. A detailed Scope of Work can be found in the GENERAL SPECIFICATIONS FOR WORK section of this Invitation to Bid. All services for this bid shall be in accordance with the conditions set forth in this Invitation to Bid.

2. Key Event Dates:

Invitation to Bid Issued	October 22, 2018
Pre-Bid Conference	Not Applicable
Bids Due	November 6, 2018
Commencement of Work	With thirty (30) calendar days of Notice to Proceed

3. Bid Submission Instructions:

- A. One (1) original and one (1) copy of all bids must be submitted in a sealed envelope with the bidder’s name on the outside of the envelope and clearly marked “Sealed Proposal for Town of Simsbury – MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS – PICKUP AND REMOVAL”. If forwarded by mail or courier, the sealed envelope must be addressed to “Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070”. Bids must be at the Town Hall prior to 10 a.m., on Tuesday, November 6, 2018. Postmarks are NOT an acceptable waiver of this policy.
- B. Ditto marks or words such as “SAME” must not be used for the bid to be considered.
- C. All information must be submitted in ink or typewritten. Errors, alterations or corrections must be shown on both the original and all required copies, each of which must be initialed by the person signing the bid.
- D. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel or modify their bid during this ninety (90) day period after bids are opened.
- E. An authorized person representing the legal entity of the bidder must sign bids.
- F. The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.

- G. The Town of Simsbury reserves the right to waive any minor informality in a bid when such a waiver is in the best interest of the Town.

4. Questions:

Any questions about this project shall be directed to: Mr. Thomas Roy Director of Public Works by fax (860) 408-5416, email at troy@simsbury-ct.gov, or by mail to the Department of Public Works, 933 Hopmeadow Street Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) business days before the established date for receipt of bids. No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions via an addendum. Such addenda will become part of this Invitation to Bid and the resulting contract. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at: <http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>. It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

5. Presumption of Bidder Being Fully Informed:

At the time the first bid is opened, each bidder is presumed to have read and is thoroughly familiar with all bidding documents, as well as, all contract documents for this project. Failure or omission of the bidder to receive or examine any documentation or information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

6. Pre-Bid Conference:

Not Applicable

7. Interpretation of Acceptable Work:

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of Simsbury. The Town will issue any substantive changes or interpretations in writing as an addendum.

8. Tax Exemptions:

The bidder shall be aware that the Town of Simsbury is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Appropriate tax-exempt forms will be provided to the successful bidder(s) as part of the contract award process.

9. Insurance Requirements:

The firm must carry insurance under which the Town is named as an additional insured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute & \$100,000 employers liability limit.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
- | | |
|--|-------------|
| Injury or death of one person: | \$2,000,000 |
| Injury to more than one person in a single accident: | \$1,000,000 |
| Property damage in one accident: | \$1,000,000 |
| Property damage in all accidents: | \$2,000,000 |
| Excess/Umbrella Liability: | \$1,000,000 |
- C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:
- | | |
|--|-------------|
| Injury or death of one person: | \$1,000,000 |
| Injury to more than one person in a single accident: | \$1,000,000 |
| Property damage in one accident: | \$1,000,000 |
| Property damage in all accidents: | \$1,000,000 |

Insurance under B, and C above must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after contract completion by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until contract completion by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

10. Substitution for Name Brands:

Not applicable

11. Awarding the Bid:

The Town reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, and to waive formalities and informalities in the bidding process. The Town at its discretion will award the bid to the lowest responsible bidder. That bidder is the person or firm who is qualified and competent to do the work, whose past performance is satisfactory to the Town, and whose bid documents comply with the procedural requirements stated herein. The Town reserves the right to award this bid to more than one bidder, if determined to best suit the needs of the Town.

13. Rejection and/or Cancellation of Bids:

The Town reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in the best interest of the Town.

14. Delivery Arrangements:

Not applicable

15. Bid Bond:

Not applicable

16. Performance Bond:

Not applicable

17. W-9 Form

The successful bidder must provide the Town of Simsbury with a completed W-9 Form prior to commencing work.

18. Submittals:

The Bidder shall, as soon as practicable, but not exceed fifteen (15) calendar days, after notification of selection of the award of the bid, furnish to the Owner, in writing the following:

- A. Designation of the Work to be performed by the Contractor's own forces
- B. Schedule of collection dates for each facility

19. Agreement Documents:

The Agreement Documents are defined as:

- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications
- Any Addenda, if issued

20. Term of Contract:

The Town requires firm fixed price for a period of three (3) years following the execution of the final Agreement Documents. Upon the subsequent mutual agreement in writing of the Parties, the Term of this Contract may be extended for two (2) successive, additional terms of one (1) year each.

END OF STANDARD INSTRUCTIONS TO BIDDERS

**BID FORM
MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS
PICKUP AND REMOVAL**

Pursuant to and in compliance with the “Invitation to Bid” and Standard Instructions to Bidders relating thereto, the undersigned, having visited the sites and carefully examined all Bidding Documents and complete General Specifications together with all Addenda issued and received prior to the scheduled closing time for receipt of Bids, hereby offers and agrees as follows:

- To provide all labor, materials, hauling, disposal and anything else reasonably necessary to complete all work per the attached specifications.
- If awarded this Contract, we will execute a Contract with the Town of Simsbury

In submitting this BID, the BIDDER acknowledges that:

1. Each bid price includes all labor, materials, transportation, hauling, disposal, overhead, fees and insurances, profit, and all other costs to cover the finished work called for regarding the specified section of Town as stated in the Contract Documents. No additional payment of any kind in the form of a surcharge will be made for work accomplished under the bid prices, as bid.
2. No representation of warranty has been made by the OWNER that the estimated quantities used for comparison of BIDS will even approximate the actual quantities required to satisfactorily complete the WORK required under this CONTRACT.
3. Upon receipt of written notice of acceptance of this BID by the OWNER, the BIDDER shall execute the CONTRACT attached to these documents within ten (10) calendar days and other documents as required in these documents.
4. In regard to all conditions affecting the WORK to be done and the labor and materials to be furnished, this BID is based solely on the BIDDER’S investigations and findings and neither the OWNER nor its officers, employees or agents shall be held responsible for the accuracy of, or be bound by any information contained in these Contract Documents.

Submitted By: _____
Company *Phone*

Street *City* *Zip*

Authorized Signature: _____
Signature *Printed Name*

**BID FORM
MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS
PICKUP AND REMOVAL**

All payments for work completed for this bid shall comply with Section E of the GENERAL SPECIFICATIONS FOR WORK. No payments will be made for mobilization, materials or any other costs. **In the charts below, “EOW” stands for Every Other Week.**

Board of Education Buildings:

Building Name	Location	Number of Containers	Size of Containers	Service Level	Fixed 3 Year Price
Town Buildings - Trash					
Central	29 Massaco Street	1	8 yard	1x week	\$ /mo
Henry James	155 Firetown Rd.	1	6 yard	5x week	\$ /mo
Latimer Lane	33 Mountain View Rd.	1	8 yard	2x week	\$ /mo
Squadron Line	44 Squadron Line Rd.	1	8 yard	4x week	\$ /mo
Tariffville	42 Winthrop Street	1	3 yard	2x week	\$ /mo
Tootin Hills	25 Nimrod Rd.	1	8 yard	2x week	\$ /mo
High School	34 Farms Village Rd.	1	34 yard Compactor	1x week	\$ /mo
		8	95 gallon	1x week (seasonally at SHS turf field.)	\$ /mo
TOTAL MONTHLY TRASH PRICE					\$ /mo

Simsbury Schools - Recycle					
Central	29 Massaco Street	1	8 yard	1x week	\$ /mo
Henry James	155 Firetown Rd.	2	6 yard	1x week	\$ /mo
		3	95 gallon	EOW	\$ /mo
Latimer Lane	33 Mountain View Rd.	1	6 yard	1x week	\$ /mo
Squadron Line	44 Squadron Line Rd.	2	8 yard	1x week	\$ /mo
Tariffville	42 Winthrop Street	1	6 yard	1x week	\$ /mo
Tootin Hills	25 Nimrod Rd.	1	10 yard	1x week	\$ /mo
High School	34 Farms Village Rd.	2	10 yard	1x week	\$ /mo
TOTAL MONTHLY RECYCLING PRICE					\$ /mo

Note: Board of Education Buildings Total is based on 10 months plus Summer Vacation Collection

TOTAL MONTHLY PRICE \$ /mo
TOTAL ANNUAL PRICE \$ /yr

Town Buildings:

Building Name	Location	Number of Containers	Size of Containers	Service Level	Fixed 3 Year Price
Water Pollution Control Authority	36 Drake Hill Rd.				\$ /mo
Grit		1	4 yard	1x week	
Trash & Screenings		1	6 yard	EOW	
Public Library	725 Hopmeadow St.				\$ /mo
Trash		1	3 yard	1x week	
Recycle		1	4 yard	1x week	
Public Works / Highway Garage	66 Town Forest Rd.				\$ /mo
Trash		1	6 yard	1x week	
Recycle		1	2 yard	EOW	
Simsbury Town Hall	933 Hopmeadow St.				\$ /mo
Trash		1	4 yard	1x week	
Recycle		1	4 yard	1x week	
Simsbury Flower Bridge	Drake Hill Rd.				\$ /mo
Trash		1	95 gallon	1x week	
Recycle		1	95 gallon	EOW	
Memorial Park	22 Plank Hill Rd				\$ /mo
Trash		1	4 yard	1x month	
Simsbury Farms - Golfing Maint. Dept	80 Hopbrook Rd				\$ /mo
Trash		1	6 yard	1x week April - Sept.	
Trash		1	4 yard	1x week April - Sept.	
Simsbury Farms - Park and Rec.	100 Old Farms Rd.				\$ /mo
Trash		1	6 yard	1x week	
Recycle		1	6 yard	1x month Oct. - March	

TOTAL MONTHLY PRICE (include Simsbury Farms) \$ /mo

Note: The Farms Restaurant uses the trash & recycle containers during specific months therefore the Town only pays for the months indicated in the Service Level

TOTAL ANNUAL PRICE \$ /yr

Please indicate a cost for supplying:

20 yard Container \$ _____/mo

30 yard Container \$ _____/mo

Special Pick Up

Weekdays (Monday - Friday)

Weekends (Saturdays or Sundays)

	Size of Container	Cost (\$)	School Recess Cost
Trash	1 yard	\$	\$
	2 yard	\$	\$
	3 yard	\$	\$
	4 yard	\$	\$
	6 yard	\$	\$
	8 yard	\$	\$
	10 yard	\$	\$
	95 gallon	\$	\$
TOTAL		\$	\$

	Size of Container	Cost (\$)	School Recess Cost
Trash	1 yard	\$	\$
	2 yard	\$	\$
	3 yard	\$	\$
	4 yard	\$	\$
	6 yard	\$	\$
	8 yard	\$	\$
	10 yard	\$	\$
	95 gallon	\$	\$
TOTAL		\$	\$

	Size of Container	Cost (\$)	School Recess Cost
Recycling	2 yard	\$	\$
	3 yard	\$	\$
	4 yard	\$	\$
	6 yard	\$	\$
	8 yard	\$	\$
	10 yard	\$	\$
	65 gallon	\$	\$
	95 gallon	\$	\$
TOTAL		\$	\$

	Size of Container	Cost (\$)	School Recess Cost
Recycling	2 yard	\$	\$
	3 yard	\$	\$
	4 yard	\$	\$
	6 yard	\$	\$
	8 yard	\$	\$
	10 yard	\$	\$
	65 gallon	\$	\$
	95 gallon	\$	\$
TOTAL		\$	\$

IF A SOLELY OWNED COMPANY:

Company Name _____
Address _____
Town _____
By _____
(Authorized Signature)
Title _____ Date _____

IF A CORPORATION OR LIMITED LIABILITY COMPANY:

A corporation or limited liability company organized under the laws of

_____, composed of officers as follows:

_____ President	_____ Secretary
_____ Vice President	_____ Treasurer

IF A PARTNERSHIP:

A partnership doing business under the firm name and style of

_____, composed of partners as follows:

_____ Name & Title (if any)	_____ Name & Title (if any)
_____ Name & Title (if any)	_____ Name & Title (if any)

This Bill must bear the written signature of the BIDDER. If the BIDDER is a partnership, the Bid must be signed by a partner. If the BIDDER is a corporation or limited liability company, the Bid must be signed by a duly authorized officer of such corporation or Limited Liability Company.

BIDDER'S QUALIFICATIONS STATEMENT

The BIDDER shall answer all of the following questions, as part of the Bid, so that the OWNER can judge the BIDDER's ability, experience and facilities for performing the proposed work.

1. Name of BIDDER: _____

2. Bidder's Tax Identification Number: _____

3. What year was company organized/formed? _____

4. How many years has the BIDDER been engaged in business under the present firm or trade name? _____

5. What is the general character or type of work you perform? _____

6. Has a claim ever been brought in court or to arbitration against the BIDDER for failure to complete any contracted work or default on a contract? _____

If yes, explain with whom and why: _____

7. For other similar projects you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work to be performed.

NOTE: The BIDDER is required to have completed a minimum of five (5) similar projects (services to other similar sized municipalities) as a demonstration of competency and experience for the project proposed herein. Such projects are to be listed below.

8. Attach a list of all projects that your present organization has completed within the past ten years or is presently working on, including name of project, owner and name and telephone number of the owner's representative. Indicate here how many additional pages attached: _____pages.

9. Attach a list of the names, addresses and the background/experience of all principal or key members of the BIDDERS organization, including its officers:

Indicate the number of pages attached: _____pages

NOTE: If requested, the BIDDER agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Simsbury to properly evaluate the qualifications of the BIDDER.

PROPOSED SUBCONTRACTORS

BIDDER intends to utilize the following subcontractors on this project:

If none, write "None" here: _____

NAME AND ADDRESS
OF SUBCONTRACTOR

DESCRIPTION OF WORK:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____, County of _____, being first
duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: _____ the
BIDDER that has submitted the attached BID;
2. The attached BID is genuine; it is not a collusive or sham BID.
3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all
pertinent circumstances respecting the attached BID.
4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or
parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed,
directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in
connection with the AGREEMENT for which the attached BID has been submitted or to refrain
from bidding in connection with any contract, or has in any manner, directly or indirectly, sought
by agreement, collusion, communication or conference with any other bidder, firm or person to
fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or
cost element of the BID prices or the bid price of any other bidder, or to secure through
collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of
Simsbury or any other person interested in the proposed AGREEMENT.
5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents,
representatives, owners, employees, or parties in interest, including this affiant; and
6. That no elected or appointed official or other officer or employee of the Town of Simsbury, who
is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or
labor to which it relates, or in any of the profits thereof.

(Signed) _____

(Name of Bidder)

Subscribed and sworn to before me this
_____ day of _____, 2018

Title
My Commission expires _____, 20__

**STATEMENT OF BIDDERS COMPLIANCE WITH
EQUAL EMPLOYMENT OPPORTUNITY LAW AND
REGULATION INCLUDING EXECUTIVE ORDER NO. 3**

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

To the extent required by law, the Bidder has complied on past Contracts and will fully comply on this project with all applicable laws and regulation regarding equal employment opportunities for minorities and women, and;

Has _____ has not _____ previously performed work under the conditions of the Governor's Executive Order No. 3 of the State of Connecticut, or any preceding similar Executive Order with regards to Non-Discrimination.

Signature

Title

Subscribed and sworn to before me this
_____ day of _____, 2018

Title

My Commission expires _____, 20__

IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID

END OF SECTION

**GENERAL SPECIFICATIONS FOR WORK
MUNICIPAL SOLID WASTE & RECYCLING AT TOWN BUILDINGS
PICKUP AND REMOVAL**

A. Scope of Work

The Successful Bidder (“Contractor”) shall be responsible for the removal and pick-up of all MSW and recyclables from all Town Buildings and Board of Education Buildings identified in the Bid Form. The following specifications must be met for each of these locations:

- Contractor shall provide containers or barrels, as specified, at each location as indicated on the Bid Form.
- All locations shall require collection according to the Service Level indicated in the Bid Form.
- The Contractor is required to maintain an appropriate compliment of vehicles to provide the level of service requested herein and shall comply with all refuse, recycling, safety and related Federal, State and Municipal laws and ordinances.
- The vehicles utilized in the performance of this work shall be maintained in good mechanical condition. All bodies and hoppers of any vehicle carrying non-recycling refuse must be watertight to prevent seepage and provide adequate protection from refuse being blown away during transport or at rest.
- The equipment used in the performance of this work may be inspected by the Town prior to the award and during the performance of this bid or any subsequent agreement.
- The Contractor shall be required to inspect the site of each pickup prior to submitting their formal response to this Invitation to Bid to determine the container size and vehicle needs for each site. In addition, the Contractor is expected to utilize the space within any existing dumpster enclosures for this work.
- The Contractor will deliver all MSW and recyclables to the locations designated by the Town. The Town will reimburse Contractor for all tipping fees on MSW. No payment shall be made for recyclables.
- Bi-annual clean-up of inside dumpsters is required.
- The Town of Simsbury utilizes single stream recycling, meaning that all State mandated recyclable items can go in a single recycling container. Simsbury is currently contracted with MIRA for all MSW and recycling tonnage. The Contractor shall be familiar with all Town ordinances and agreements with MIRA.

B. Specifications & General Requirements

On occasion, a special pick-up for MSW may be requested because of a community or social function given at a particular building. These special pick-ups will be for only the building or buildings designated by the Designated Person for that building. The Designated Person shall be the BOE Supervisor of Buildings and Grounds or the BOE Business Office for all buildings maintained by the Board of Education, and the Director of Public Works or alternate for all Town Buildings. The special pick-ups may be requested on a Saturday or Sunday depending on the dates the functions are scheduled. The cost for such additional pick-ups shall be included on the Bid Form.

All Town buildings are frequently visited by the public. Consideration shall be given to children/pedestrians/employees participating in outside activities. Their safety shall take precedence over refuse removal. The Contractor will ALERT HIS OPERATORS AND DRIVE VEHICLES AT A MAXIMUM SPEED OF 10 M.P.H. WHILE ON BUILDING'S GROUNDS.

All loads may be inspected for compliance to the requirements that each delivery is dedicated to under the subsequent, executed agreement to this Invitation to Bid. Any load found in non-compliance with these requirements shall be fined the maximum amount the law permits, in addition to a penalty equal to the tonnage of the load multiplied by three (3) times the current tipping fee the Town is utilizing.

Recyclables:

Containers shall be provided at all Town Buildings and Board of Education Buildings for the collection of recyclables or "Blue Bin items". The Contractor shall take these materials to the Recycling Center in accordance to Town of Simsbury ordinances.

The Town of Simsbury utilizes single stream recycling, meaning that all State mandated recyclable items can go in a single recycling container. Separation of the recyclables is not necessary. Recyclables may include, old corrugated cardboard, recyclable plain paper, bottles, cans, 1 & 2 plastics, newspaper, and other recyclable products.

Containers for MSW and recyclables shall be leak free, covered, and maintained in good condition. Any containers that do not meet this requirement will be replaced, by the Contractor upon request of the Town.

The Contractor is presumed to have familiarized themselves with the expected volumes/tonnages of these recyclable materials.

School Buildings:

The disposal services for MSW at Board of Education Buildings shall be based on a 10-month collection period, called **School Year Collection**. The months of July and August will have a separate collection identified as the **Summer Vacation Collection**. Details about both of these collection periods are explained below.

School Year Collection

The School Year Collection shall start on September 1st, and run to and including, June 30th of each calendar year included in the term of the executed Agreement.

All MSW container pick-ups shall be made the day after school is in session in the morning before students are dropped off with the following exceptions:

1. Pick-ups for Refuse shall be made Tuesday through Saturday mornings.
2. Holiday pick-ups can be made either on the holiday or in the afternoon of the day before the holiday. No pick-up shall be necessary the morning following the holiday.
3. Further exceptions may be allowed with the prior approval of the Designated Person by the Board of Education or their alternate.
4. Failure to follow these requirements, without prior approval, will result in a \$100.00 penalty charge, in the form of a credit, on the monthly refuse bill, per incident.

The Contractor will be supplied with:

1. A schedule of lunch periods at the various schools.
2. A school calendar listing the dates for holidays and school recesses

During school recesses, i.e., Christmas, Winter and Spring recesses, two (2) complete pick-ups will be required per week. At the schools, this will include the day after schools shut down and after 1:00 P.M. of the day before classes resume. Due to programs and classes that may be scheduled during school recesses, it may be necessary to have more than two (2) pick-ups per week at a particular school or schools. Such pick-ups will be scheduled one week in advance by the Designated Person by the Board of Education or their alternate. Contractor must include a price for this additional service on a per pick-up basis in accordance with the size of the container in the School Recess Cost field of the Special Pick-Ups table in the Bid Form.

Summer Vacation Collection

The Summer Vacation Collection shall start on July 1st, and run to and including August 31th, of each calendar year included in the term of the executed Agreement.

The collection locations for July and August 2019, 2020, and 2021 will be the same as designated in the School Year Collection and identified in the Bid Form.

The schedule for trash and recycling pick-ups will be a minimum of once per week, and as needed at each location. If a holiday falls on a pickup day, the pick-up for that week will be scheduled on a different day that same week, normally the day before or after the holiday.

Collections at schools must be between 7:30 A. M. and 2:30 P. M.

It is suggested that the collection of recyclables during July and August of each year shall be on the first (1st) and the fifteenth (15th) of each month.

If MSW or recyclables are not picked-up as specified in the sections above, there will be a one hundred-dollar (\$100.00) penalty charge per incident, deducted from the monthly invoice.

C. Equipment

In addition to the specifications described above, equipment used in the performance of the work required by this section of the specifications shall be subject to the approval of the Director of Public Works and maintained in a satisfactory working condition at all times.

D. Scheduling Work

The Contractor shall assume that all work will be done in accordance to the specific schedules specifications described in this Invitation to Bid. No work shall be performed on State or Federal holidays unless with prior approval from the Designated Person.

E. Measurement and Payment

All work will be paid as provided in the Bid Form for all work, including labor and materials, to complete the services described in this Invitation to Bid. Payments will be made monthly. No payments will be made for mobilization or materials. The Board of Education Buildings and Town Buildings will be billed separately. The selected Contractor shall be provided a Purchase Order in the amount of the TOTAL ANNUAL PRICE for the corresponding set of buildings. The Purchase Order shall be executed by the Town Department deemed responsible for processing each bill.

END